Approving your Student's Course Requests

- 1. Login to Blackbaud at https://providencecatholic.myschoolapp.com
- 2. Navigate to your student's record in upper left side of screen, below the green bar.



3. Viewing your student's course selections: Click on the *Course Requests* tab.

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9. Providence Catholic High School	Email Home Phone Cell Phone Address
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Course requests for 2025 - 2026 Switch year	

In the *My Requests* section, you can see the courses your student requested. This is a great time to discuss these choices with your student before going to the next step.
If you make any changes, be sure that you *Save* them (bottom left corner).

Available c	ourses			Му	requests		
All courses			÷	Vie	w All year	\$	
T Filter	Find in this	list	Q	Old	d Testament	Theology	✓ Approved
2-D Design & Honors 0.5 credits	Drafting	Start term 1st Semester	Length 1 term	Ner Rec	w Testament quired	Theology	✓ Approved
3-D Design & Honors 0.5 credits	Model	Start term 2nd Semester	Length 1 term				

5. Submitting Your Parent Approval

Once you have reviewed the requested courses, navigate back to your starting page. Here you will see a notice indicating you have 1 or more forms to review. Click/tap on that link. (Note: You will eventually have a Course Request Approval form for each current student; they will be published at different dates per the course request timeline.)

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1 You have: 1 Form(s) to Review				

This will take you to your *Files & Forms* page.
Locate the *Course Request Approval* form and click/tap *Review*.

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		Show completed form
's files and forms	;	
Molly's files and form	S	
Acknowledgement/ Permission	Copy of Course Request Approval Form for current G	Due: 2/26/21/25 Review

7. This will take you to the digital form.

Please read the information carefully and then digitally sign the form by typing in your name. Click/tap *Submit*.

	uests Approval Confirmat	tion
irst Name		
Molly		
ast Name		
Current Grade		
Grad Year		
For students who have Advanced Placement of elections, you indicate All students taking AP oper exam. Failure to tal	a requested one or more AP G ourses are available for studer a that you and your student ur courses are required to compl e the AP exam will result in th s. Providence Catholic reserve have reviewed my student's c	Course: Ints who are capable of sustaining the demands these courses impose. By approving your studen inderstand and agree to the requirements of each course. Let the Advanced Placement examination at the end of the school year which incurs an additior is student's semester grade being lowered by one letter grade. Students must have school appro- is the right to add or delete Advanced Placement courses from student schedules. Fourse requests for the upcoming school year and approve.
ARENT SIGNATURE: 1	nore remember ing store ins e	
PARENT SIGNATURE: 1	Signature	Date